

BRIEFING ON CONTRACTS

30 July 1970

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Juli

1. Procurement Authorities and Guidelines

- a. CIA Act of 1949, as amended
- b. HR 45-2
- c. HMB 45-3, revised (Procurement Handbook)
- d. Project Officer's Manual
- e. Contract Review Board
- f. Armed Services Procurement Regulations

2. Procurement Policies

- a. Advertised vs Negotiated Procurement
- b. Competition vs Sole Source
- c. Source Justification

3. Types of Contracts and their Purpose

- I. c. a. Firm Fixed Price
- b. Fixed Price Incentive
- c. Cost Reimbursable
- II. ( d. Cost Sharing
- e. Cost Plus Fixed Fee
- f. Cost Plus Incentive Fee
- g. Cost Plus Award Fee
- h. Time and Materials
- i. Basic Agreement

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4. Procurement Planning

- a. Advanced planning of requirements
- b. The planning document-information required

5. Solicitation and Evaluation of Proposals

- a. Solicitation by Technical Component
- b. Solicitation by Procurement Division
- c. Format for solicitation
- d. Evaluation criteria and format

6. Procurement Request Package

- a. Form 2420
- b. Documentation required

7. Negotiating the Contract

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- a. Negotiating team concept

8. Contract Initiation--Changes in Scope--Overrun
  - a. Contracting authority
  - b. Project Monitor responsibilities
  - c. Contract Inspection Reports
  - d. Contract administration responsibilities
9. Contract Settlement